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# NASA Procedural Requirements

COMPLIANCE IS MANDATORY

**NPR 7120.5C**

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2005

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2010

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## Subject: NASA Program and Project Management Processes and Requirements

Responsible Office: Office of the Chief Engineer

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## APPENDIX B. Program Commitment Agreement Template

### B.1 Title Page

## Program Commitment Agreement

(Provide a title for the candidate program and designate a short title or parenthesis, if appropriate.)

It is the responsibility of each of the signing parties to notify the other if commitment cannot be met and to initiate the timely renegotiations of the agreement.

Mission Directorate Associate Administrator

Or Mission Support Office Director

Figure B-1 Program Commitment Agreement Title Page

## B.2 Template

### PROGRAM COMMITMENT AGREEMENT (PROGRAM TITLE)

#### **1.0 Program Objectives**

Identify the broad program objectives. Describe the program's relationship to the Directorate Strategies or Mission Support Office Functional Leadership Plans including the commitment to safety. Convey the public good of the program to the taxpayer, stated in a way that can be understood by the average citizen.

#### **2.0 Program Overview**

Provide a broad description of the strategy to achieve the above-mentioned objectives. Relationships with external organizations, other agencies, or international partners should be addressed if achievement of the program objectives is dependent on their performance. Identify the associated projects governed by the program along with the appropriate product line for each project.

## 3.0 Program Authority

Describe the NASA organizational structure for managing the program and projects from the MDAA or MSOD to the NASA Center project managers. Include lines of authority and reporting, Center(s) responsibilities, the GPMC(s) for the oversight of the program and its projects, and the approving official for new projects.

## 4.0 Technical Performance Commitment

Summarize the Key Performance Parameters thresholds needed to achieve the program objectives. If the objectives include a technical performance target (goal) in addition to a threshold requirement (e.g., as for an applied technology research program), the commitment could be stated as a range.

## 5.0 Schedule Commitment

Identify the following key target milestones for each project in the program, such as:

1. Start of Formulation;
2. Target date or time frame for the Preliminary NAR and NAR;
3. Start of Implementation;
4. Start of operations;
5. End of prime operations and/or disposal requirements, if applicable.
6. Other milestones or time periods shall be added as appropriate for a specific program/project.

## 6.0 Cost Commitment

Provide the maximum cost for the program. This will incorporate programmatic constraints and can be demonstrated by including a table of all projects in Formulation and Implementation for the current year and nine-year horizon. The actual cost plan is developed during the annual POP process and shall reference the IBPD or equivalent for the budget year. The cost commitment shall include all full cost data necessary to perform the program, including, but not limited to, standard project activities, facilities costs, launch vehicles, tracking, sustaining operations, maintenance, data analysis, and disposal. For more information on full cost and practices, see Volume 7 of the NASA Financial Management Requirements.

## 7.0 Acquisition Strategy

Provide a brief statement of the proposed acquisition strategy for major elements.

## 8.0 High Risk Areas

Identify the areas of highest risk for the program (covering safety, technical, cost, or schedule issues) in which failure may result in serious consequences. This section should identify, where possible, the specific risk drivers, such as high-risk technologies upon which the program is dependent.

## 9.0 Internal Agreements

If the program is dependent on other NASA activities outside of the MDAA or MSOD's control, identify the required support and list any formal agreements required.

## 10.0 External Agreements

Explain the involvement of external organizations, other agencies, or international partners including a brief overview of the external support necessary to meet the program objectives. Include an identification of the commitments being made by the external organizations, other agencies, or international partners and a listing of the specific agreements to be concluded. Any unique considerations affecting implementation of required NASA policies and processes necessitated by the external involvement should be clearly identified.

## 11.0 Independent Review

Specify the type of independent reviews, (e.g., Preliminary NAR, NAR) that will be performed during the life cycle of the program/project.

## 12.0 Outcomes

Identify the discrete set of expected deliverables (outcomes) that flow from the Agency goals and objectives as defined in the Agency strategic roadmaps and architecture.

## 13.0 Waivers

Identify those waivers that will be sought for the program. Provide rationale consistent with program characteristics such as scope, complexity, visibility, cost, safety, and acceptable risk.

## 14.0 PCA Activities Log

Provide and maintain a log of all PCA activities, depicting revisions that reflect all deviations to the original PCA. This log includes the information shown in Figure B-2 and may be supplemented with an attached addendum for each change, describing the change. The PCA should be updated to add approved projects or whenever substantial change makes it necessary.

				Cancellation	MDAA or MSOD	Deputy Administrator
Date	Event	Change	Addendum	Review Req'd	Signature	Signature
dd/mm/yy	Revalidation	None	N/A	No		
dd/mm/yy	Revalidation	None	N/A	No		
dd/mm/yy	Approval of new project	Addition of Project N	Ref. #1	No		

Figure B-2 Sample Program Commitment Agreement Activities Log

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